

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 2 June 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of May, 1952.

Volume:

1. Requests for services processed during month of May
 - A. New Requests by memorandum or requisition 359
 - B. On hand prior to May 14
 - Total 373
 - C. Written orders placed with G.S.A. 231
 - D. Number on hand no action as of 31 May 35
 - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 1

2. Funds obligated (This section submitted January, April, July or October)

- A. First Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,300
 2. Special Projects
 - a. Renovations (6605) 35,368
 - b. Renovations (Other) 2,280
 - Total \$37,648
 3. Protective Service (GSA Guards)
 - a. 159 reimbursable posts 74,680
 - b. 34 non-reimbursable posts
 4. Laborers and Trucks (From GSA) 5,333
 - Total Funds Obligated \$80,013

3. Sums paid to G.S.A. during May against orders encumbered in first quarter.

1. Alterations and installations \$27,132.70
2. Guards 68,696.04
3. Laborers and Trucks 3,591.80
4. Elevator Service 50.28
5. Fireman-Laborers 1,601.98
6. National Security Council 30.17
- \$101,102.97

4. Work Load Status

- A. Number of Requests on which orders have been placed but work has not been completed.

| | |
|--------------|-----|
| 30 days old | 144 |
| 60 days old | 51 |
| 90 days old | 35 |
| 120 days old | 24 |
| Total | 254 |

-2-

B. Orders submitted to GSA non-reimbursable

| | |
|------------|------------|
| In writing | 20 |
| Verbal | 400 |
| | <u>420</u> |

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|-----------------------------|----|
| C. Inter-office memorandums | 23 |
| Inter-agency letters | 5 |

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|---------------------------|------------|
| D. Space moves during May | 28 |
| Total personnel moved | 447 |
| Man hours by GSA Laborers | 2064 |
| Estimated cost | \$2,932.40 |

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Attachments